

Reminder!

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<https://ishare.tsa.dhs.gov/OFFICES/HUMANCAPITAL>

Check out OHCAccess at: <https://hraaccess.tsa.dhs.gov>
Email: helpdesk@mailserver-hraaccess.tsa.dhs.gov

Phone: 1.877.TSA.7990 (1.877.872.7990)
Fax: 1.877.TSA.7993 (1.877.872.7993)

OHCAccess Reminder For Distribution to All TSA Employees

November 2016

Donating Use-or-Lose Annual Leave Hours to VLTP Recipients

This is a reminder to employees who have Use-or-Lose annual leave hours from 2016 that they wish to donate to another employee via the Voluntary Leave Transfer Program (VLTP). To donate to a VLTP recipient at the Transportation Security Administration (TSA), fill out the TSA form 1128-1, *VLTP Leave Donation Request*, linked [here](#). To donate to a VLTP recipient outside of TSA, use the Office of Personnel Management (OPM) form 630-B, *Request to Donate Annual Leave to Leave Recipient Under the VLTP*, linked [here](#). Submit forms through your supervisor, your local Human Resources (HR) Specialist, or fax them directly to OHCAccess at 1-877-872-7993.

Include the following information on the fax cover sheet:

- ATTN: VLTP Use-or-Lose Annual Leave Donation
- Name of the VLTP recipient
- Sender's name and title
- Sender's location (airport code or Headquarter [HQ] office)
- Sender's contact information (If you are a local HR Specialist, include your name, phone number, fax number, and email address.)

Your donation request form must be received by OHCAccess before the close of business on **January 7, 2017**. Any form received on or after January 8, 2017, **will be deducted from your 2017 annual leave balance instead of 2016 and the hours from 2016 will be forfeited**. Donors and HR Specialists are urged to submit all *VLTP Leave Donation Request* forms to OHCAccess as soon as possible.

If you have any questions, please contact the OHCAccess Help Desk by phone at 1-877-872-7990 or by email at this [link](#). If you are an Executive, please contact the Executive Help Desk by phone at 1-877-872-7991 or by email at this [link](#).